Life Insurance Corporation Of India
DELHI DIVISIONAL OFFICE-II, O.S DEPARTMENT
Scope Minar, North Tower , 9th Floor, , Laxmi Nagar, Delhi-110092 Tel.: 28822231, 22046431
Email-id: os.delhi-do2@licindia.com

LIC TENDER
FOR
HIRING OF PREMISES
IN
DELHI

Area admeasuring 4000 sqft -4500 sqft Carpet area: YAMUNA VIHAR, MAUJPUR, GOKUL PURI, DURGA PURI CHOWK DELHI

Last date of submission-
25.11.2025 Up to 04:00PM

We confirm that tender draft is as per CO standard draft except parking financial bid Appendix G8

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Life Insurance Corporation of India intends to hire premises which are in ready to occupy condition from Individuals/ Firms only under 'Two Bid system' as per details given below:

Carpet area required	Location	Remarks
Area admeasuring 4000 sqft - 4500 sqft	**YAMUNA VIHAR, MAUJPUR, GOKUL PURI, DURGA PURI CHOWK DELHI**	The premises should be freehold/leasehold in Prime location with marketable title & clear title for commercial usage by Municipal Corporation/Govt. Authorities, and in ready to occupy condition preferably on Ground or First floor or any floor with lift facility and shall be preferably nearby Bank /post office/ Bus Stand /Metro station with parking facility.
Status of Premises	Free Hold/ Lease Hold with clear marketable title	
Usage of the Property	Clear title for commercial usage by concerned Govt. Deptt.	

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The prospective bidders meeting the above requirements are requested to download the tender documents which will be available **on LIC website (**www.licindia.in/Tenders) between **03.11.2025 to 25.11.2025**. Tender fees will be Rs.295 (Rs.250 as Tenders fees and Rs.45 as GST @18%) (Rupees Two hundred Fifty as Tender fees and Rs. Forty five Rupees as GST) The last date for submission of filled in offers **is 25.11.2025 up to 04:00 PM**. The 'Technical Bids' will be opened **on 26.11.2025 at 11:00 AM** in the presence of bidders or their authorized representatives who may wish to be present there.

For complete details and bid documents please log on to www.licindia.in and go to **tenders** and click on the link **'Advertisement for Requirement of office premises in Delhi/ New Delhi on lease basis'.**

LIC of India reserves the right to accept or reject any or all offers in full/ part without assigning any reasons whatsoever.

Senior Divisional Manager

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TENDER SCHEDULE

S.No	CONTENTS	BRIEF DESCRIPTION
1	Name Of Work	Tender for Hiring of Premises for Branch Office in Delhi/ **New Delhi**
2	Cost of tender document	**Rs. 295 (Rupees Two Hundred Ninety Five Only)** (Rs.250/- (Rupees Two hundred Fifty only) as tender fee and Rs 45 as 18% GST. (Non refundable for each tender)
3	Earnest Money Deposit	Rs. 10,000/- (Rs. Ten Thousand only) for each Tender.
4	Date of tender	The prospective bidders meeting the above requirements are requested to download the tender documents which will be available **on LIC website (**www.licindia.in) between **03.11.2025 to 25.11.2025**.Tender fees will be Rs.295. Demand Draft /Pay Order in favour of "Life Insurance Corporation of India" payable at DELHI
5	Last Date & Time of Submission of tender document.	**On 25.11.2025 UPTO 04:00 PM**
6	Date & Time of opening of Technical Bids	**On 26.11.2025 at 11:00 AM**
7	Date and Time of opening of Financial Bids	Shall be intimated later on for the valid and bonafide tender.
8	Time Limit for handing over possession of the premises.	Within 15 (Fifteen) days from the date of issue of acceptance letter
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for termination of contract.	04(Four) months on either side.
11	Validity of tender	06(Six) months or 180 days from the date of opening of Technical Bid.

SENIOR DIVISIONAL MANAGER

Life Insurance Corporation Of India
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TENDER FOR HIRING OF PREMISES FOR BRANCH OFFICE IN YAMUNA VIHAR, MAUJPUR, GOKUL PURI, DURGA PURI CHOWK DELHI

INSTRUCTIONS TO BIDDER

1. The tender forms will be available from **03.11.2025 to 25.11.2025 on LIC website (www.licindia.in)**

2. The last date for submission of filled in tenders (both Technical and Financial Bids) is **25.11.2025 up to 04:00 PM.** The offers received after the last date and time mentioned above will not be considered.

3. The filled in tenders should be deposited in tender box in the chamber of Manager(OS) latest by **25.11.2025 by 04.00 P.M.** at the address given below:

The Manager (OS)
LIC of India, Divisional Office Delhi –II,
Scope Minar, North Tower,9th Floor, Laxmi Nagar,
New Delhi-110092

4. The technical bid will be opened on the next working day i.e.**26.11.2025 at 11:00 AM**. After preliminary scrutiny of the Technical Bids, visits to the sites, assessment of the offers, the Financial Bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of Financial Bids will be intimated to those bidders whose offers are found suitable.

5. The tender form consists of the following documents i.e
   1 Instructions to bidders and Terms and Conditions.
   2 Technical part.
   3 Financial part.

   The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, **the details regarding the property viz., name of the property/ies, location, area of the plot, copy of sanctioned plan with completion/ occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price).** The Technical Bid shall be submitted in sealed cover (Marked Envelope–1) super-scribing as **'Technical Bid' for Hiring of Premises in Delhi.**
   The envelope shall contain the addressee's details and details of the bidder also and shall be separate for either location. In case any bidder wants to apply for multiple properties, they should all be separate bids, in different envelops and fees have to be deposited separately.

6. The Financial Bid shall contain only financial details i.e., rate/ rent per Sq.ft on carpet area basis and other financial implications. The Financial Bids will be placed in the sealed cover marked Envelope-2 and super-scribed financial bids with addressee and bidders details. All the three envelopes (envelope-3 containing Earnest Money Deposit amount and Cost of tender fee) will be placed in a fourth envelope (Envelope–4) and sealed and submitted to the Manager (OS)) at the address given above. The envelope must be super-scribed with **'Bids for Hiring of Premises for Branch Office in Delhi/ New Delhi** as per the bid for the location.

7. Earnest Money Deposit in the form of Demand Draft/ Pay Order for Rs 10000/-(Rupees Ten Thousand Only) in favour of 'Life Insurance Corporation Of India' payable at DELHI and the cost of tender fee (Non refundable) **of Rs 295 (Rupees Two Hundred Ninety Five Only)** (Rs.250/- (Rupees Two hundred Fifty only) as tender fee and Rs 45 as 18% GST. (Non refundable) for each tender **either** through Demand Draft or Pay Order shall be submitted in sealed cover (Marked Envelope–3) super-scribing as '**Earnest Money Deposit for Hiring of premises for Delhi/New Delhi** along with the 'Technical Bid' and 'Financial Bid'. **Please note that no interest is payable on the Earnest Money Deposits.**

8. **In case the tender form is downloaded from the Corporation's web site, the non refundable tender fee of Rs 295 (Rupees Two Hundred Ninety Five Only)** (Rs.250/- (Rupees Two hundred Fifty only) as tender fee and Rs 45 as 18% GST **may be remitted in the form of Demand draft/ Pay order drawn in favour of 'Life Insurance Corporation of India' payable at DELHI.**

9. Refund of Earnest Money Deposit :-
   (I) Earnest Money Deposit of all unsuccessful Tenderers/ bidders shall be refunded within one month's time after scrutiny and submission of Technical Assessment Report by Divisional Space Hiring Committee to the Sr.Divisional Manager.
   (II) Earnest Money Deposit of other bidders (except lowest bidder) shall be refunded within 1 Month's time after opening of financial bids.
   (III) Earnest Money Deposit of qualified bidder shall be refunded separately or adjusted along with the payment towards rent of the premises.
   (IV) In case the qualified tenderer/ bidder refused to offer premises after issue of allotment letter, a notice shall be served to them by giving 30 (thirty) days time failing which their Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence. Sr. DIVISIONAL MANAGER IS THE COMPETENT AUTHORITY TO REFUND/ FORFEIT THE EMD AMOUNT

10. The following documents should be enclosed with the offers:
   A. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the properties.
   B. A copy of the title investigation and search report along with copies of title deed documents.

C. Documents related to conversation of Non–agricultural land from the Competent Authority.
D. The lessor / lessors have to give NOC from local authorities to use the said premises fully for commercial purpose (copy of necessary document(s) to be enclosed from which commercial use of the property can be confirmed).
E. Split/Part ownership of the property, clubbed together to qualify for the requisite area, will not be entertained (e. g. any property bid for say 5000 sq. ft. carpet area, in which 2000 sq. ft. is possessed by A and 3000 sq. ft. is possessed by B, will be disqualified).

11. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

12. No correspondence telephonically / Personal visit / E mail / Dak / Courier etc. will be entertained on the subject.

13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 6 (Six) months from the date of opening of 'Technical Bids'.

14. Separate set of tender forms are to be submitted in case more than one property is offered.

15. **All the technically qualified bidders are to submit their Advocate's Report for marketability of title of the offered premises as and when asked by the Corporation**.

16. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

17. Any other relevant document deemed necessary can be called subsequently and all original documents will be verified by the technical team visiting the premises or whenever required.

Signature of Tenderer with Seal.

Place :

Date :

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TENDER FOR HIRING OF PREMISES FOR BRANCH OFFICE IN YAMUNA VIHAR, MAUJPUR, GOKUL PURI, DURGA PURI CHOWK DELHI NEW DELHI

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected rent only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit should be sealed in envelopes. The use of envelopes will be as under:

a) Envelope marked as 1 - The duly completed **Technical Bid** be put in this envelope and sealed.
b) Envelope marked as 2 - The duly completed **Financial Bid** be put in this envelope and sealed.
c) Envelope marked as 3 - The Demand Draft or Bankers cheque for 'Earnest Money Deposit' and 'Cost of tender document' or the 'Miscellaneous Receipt' of the required value be put in this envelope and sealed.
d) Envelope marked as 4 - All the three envelopes shall be placed in envelope marked – 4 and sealed (i.e.Envelopes marked as 4, will contain three envelopes marked as 1, 2 and 3) and submitted to LIC of India, in sealed condition "Super-scribing as **'Tender for Hiring of Premises For Delhi/ New Delhi .**

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TERMS AND CONDITIONS

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as the Corporation.

2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.**e (25.11.2025 after 04:00 PM)** fixed for submission of tenders shall be termed as **late'** tender and not be considered. Such tender shall be returned to the concerned party without opening the same.

3. All tenderers are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents/ information at the following address:
   The Manager (OS)
   LIC of India, Divisional Office Delhi –II,
   Scope Minar, North Tower, 9th Floor, Laxmi Nagar,
   New Delhi-110092

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the signatory of the tenderer. Any overwriting or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect

5. In case the space in the tender document is found insufficient, the tenderers may attach separate sheets.

6. The offer should remain valid at least for a period of **6 (Six) months or 180 days** (whichever is later) to be reckoned from the date of opening of 'Technical Bid'.

7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the tenderer is required to attach a separate sheet marking 'list of deviations'.

8. The Technical bids will be opened on **26.11.2025 at 11:00 AM** in the presence of representatives of the tenderers at our above office. All tenderers authorized representatives are advised in their own interest to be present on that date, at the specified time.

9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof, at any stage.

10. Canvassing in any form will disqualify the tenderer.

11. The short-listed tenderers will be informed in writing /E-mail / telephonically by the Corporation for arranging site inspection of the offered premises.

12. Income-Tax and Statutory clearances shall be obtained by the tenderers at their own cost as and when required. **All payments like refund of EMD etc to the tenderer shall be made by NEFT Only. The details of which shall be provided along with the tender form. (i.e Copy of Pan Card and cross cancelled cheque with name printed on it).**

13. Property should be situated in good commercial/ residential area of the town/ city with congenial surroundings and proximity to public amenities like bus stop, banks, markets, hospitals, Schools, Residential, complexes etc.

14. The title report providing ownership and clear marketability is to be enclosed.

15. The Financial bid will be opened only if at least two Technical bids are found suitable. In any case single financial bid shall not be opened. Single valid tender or offer from State/ Central/ Agencies/Undertakings may however, be opened by the Zonal Space Hiring Committee/ Divisional Space Hiring Committee.

16. The premises shall be preferably freehold. Alternatively, if it is leasehold, in case of such premises, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished.

17. The area should not be prone to water logging.

18. The premises should preferably have good frontage and proper access.

19. The Lessor shall have no objection to the Lessee installing exclusive D.G.Set for the use of the lessee. If so desired by the lessee, the lessor shall provide suitable space for installation of Genset **without any extra cost to the lessee**.

20. Latest certificates from the Competent Authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to LIC.

21. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.

22. The particulars of amenities provided/ proposed to be provided in the premises should be furnished in the technical bid.

23. Appropriate place to affix appropriate signage (approx size - 2.5 ft. x 12.5 ft.) of LIC office should be **provided by the bidder at his/her cost.**

24. (a) The Lessor shall arrange for repairs and maintenance of the premises as and when informed by the lessee at his own cost.

(b) white washing/ colour washing/ OBD painting/painting to doors, windows etc. shall be done by the lessor once in every two(2) years.

25. The **bid will be evaluated on techno commercial basis** giving weight age to the equivalent aspects in various parameters like location, distance from local railway station, amenities available, exclusivity, nearby surroundings, proneness to water logging/ flood, free publicity space / signage space (approx size - 2.5 ft. x 12.5 ft.) etc. quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.

26. Tenders from intermediaries or brokers will not be entertained.

27. The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within 15 days after the Acceptance of their offer by the department.

28. Provision of the following Amenities (in Malls):

a) Provision and Maintenance of Power back up plan (Gen Set)
b) Maintenance of Central Duct AC
c) Lift facility & its maintenance
d) Common area facility & its maintenance including sweeping and swapping
e) Security service for common area and building
f) Open Area maintenance services.
g) Provision of water supply for drinking, cleaning & washroom purpose.
h) The lessee shall **not enter** into any separate agreement with **any maintenance agency**. The rent quoted should include all amenities provided in malls including cost of specified signage.

29. It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

30. **RATE PER SQ.FT ON CARPET AREA**: 'The carpet area rate shall be quoted in two parts i.e

a) Basic rent of the premises
b) Other charges/Maintenance charges - Proportionate amount of the statutory charges/taxes like Municipal Taxes, House tax, property tax, Cess and/or other levy and proportionate amount of maintenance charges (Society charges, if any), signage charges (approx. 2.5 ft. x 12.5 ft.) preferred at a prominent place (having good visibility) etc, other than GST in respect of the premises, due to the State Government, Central Government or other local or Civic Authorities.

Revision in the aforesaid taxes/charges proportionate to the carpet area let out to LIC will be borne by LIC on submission of documentary evidence thereof. The rent and the aforesaid applicable taxes/ charges will be paid from the date of taking possession of the premises and is payable in advance before 7th of every month.

No other charges whatsoever can be claimed on any account subsequently i.e maintenance of lifts, Building premises, parking, Air conditioners, common areas, Signage display or any other account etc. in the case of malls.

31. **Lease period**: Period of lease will be 9 (Nine)years or 12(Twelve) years or 15(Fifteen) years with 3 years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.

31A The Lease agreement for rent, maintenance etc will be with the tendered only. No separate agreement with maintenance or any agency will be executed by LIC.

32. **Addition and alteration works**: During the period of tenancy, if the lessee desires to carry out any addition and alterations works at its own cost as per the requirement of the department, lessor will permit the same on the existing terms and conditions and obtain any permission if required, from the local authority. Lessor will also provide space for display signboards without any extra cost.

33. **Lease agreement**: will be with the Owner/s and Rent will be paid to respective owner/s.

34. **Income Tax**: will be deducted at source at prevailing rate.

35. **Goods and Service Tax:** will be borne by the Lessee.

36. **Registration and stamp duty charges**: will be shared equally between the Lessor and the Lessee (50: 50).

37. **Possession of premises**: within 15 (Fifteen) days from the date of receipt of acceptance of offer/ letter. The premise has to be painted and should be in habitable condition while taking over the possession.

38. **WATER SUPPLY**: (a) The owner should ensure and provide adequate supply of drinking water (municipal water, if available, not applicable for Malls)and water for W.C and Lavatory throughout the lease period.

(b) In case of multiple tenants, a separate water meter for the office, payment will be made directly to the concerned office, on the basis of actual consumption (Condition not applicable for commercial Malls)

39. **ELECTRICITY:**

a) The building should have sufficient electrical / power load sanctioned and made available to the Corporation.
b) If required, additional electric power will have to be arranged by the Lessor/ Offerer at his/ their cost from the energy suppliers.
c) Electricity charges will be borne by the lessee for the area taken on lease, on actual basis based on the separate meter which would be provided by the lessor. Any additional cost on the electrical connectivity will be borne by the owner/ lessor.

d) At the time of taking over possession of the premises, we will note the electricity meter reading in your presence or your authorized representatives. The electrical charges will have to be borne by the owner up to that point.

e) In case of malls 24X7 power backup may be required and payment will be on the actual consumption only.

40. Parking: The landlord shall provide Car & two wheeler parking space(Open/covered)

41. **Carpet area measurements**: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of LIC official and tenderer/authorized representative for finalizing the carpet area

Signature of Tenderer with seal

Date : .....

Place:.....

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UNDERTAKING

I UNDERSTAND THAT ANY PERMISSION REQUIRED FROM ANY GOVERNMENT BODY, PAYMENT OF PENDING TAXES, FEES (IF ANY) WILL BE CLEARED BY ME BEFORE SIGNING THE LEASE AGREEMENT IN CASE MY PROPERTY IS SELECTED AFTER OPENING OF FINANCIAL BID. I FURTHER UNDERSTAND THAT MY BID IS LIABLE TO BE CANCELLED IF I FAIL TO COMPLY WITH THE ABOVE AND PROVIDE ANY NOC FROM ANY GOVERNMENT DEPARTMENT (IF DESIRED BY LIC) WITHIN 15 DAYS OF INTIMATION.

Signature of Tenderer with seal

Date : .....

Place:.....

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ANNEXURES TO BE SUBMITTED BY THE TENDERER UNDER TWO BID SYSTEM HIRING OF OFFICE PREMISES

TECHNICAL BID TO BE SUBMITTED IN SEALED ENVELOPE-1

Reference No.....

(Note: The reference number to be filled up by the tenderers for the particular Premises offered and shall be quoted in price Bid also for easy and correct identification.

Sr			DETAILS	REMARKS
1	1		Name of the Lessor	
	2	A	Address of the Lessor	
		B	Phone No.	
		C	E - Mail ID	
		D	Permanent Account Number (PAN)	
	3	A	Name of the contact person duly authorized	
		B	Phone No	
	4	A	Constitution of lessor/ firm (Proprietary/ Partnership/Private/ Pvt.Ltd./ Public Ltd/ PSU etc)	
		B	PAN numbers of the above (4 (A))	
2	**DETAILS OF THE PROPERTY :**			
	1	Name of the Owner		
	2	Address		
	3	Phone No		
	4	Name of the building		
	5	Details of encumbrances, if any?		
	6	Location and address of the property		
	7	Usage of the property (as approved by the Competent Authority).		
	8	A	Residential	
		B	Commercial	
		C	Residential cum Commercial	
		D	Shopping centre	

	9	Whether the proposal for Office premises in a multi – storied			
		A	Number of floor in the building		
		B	At which floor, the office premises are offered		
	10	CTS No.			
	11	Survey No.			
	12	Ward No.			
	13	Whether the premises is free hold or lease hold?			
		A	If lease hold, please mention the details of		
			1	Name of the Title Holder/ Lessor	
			2	Tenure of the land	
			3	Residual lease period	
			4	Annual lease rents and amount.	
		B	Whether the property is mortgaged? If yes mention the details.		
			1	Name of the Organization where the property is mortgaged.	
			2	Address of the Organization with phone no.	
			3	Amount of loan availed.	
			4	Tenure of mortgage	
			5	Residual mortgage period	
			6	EMI paid	
	14	Character / Type of locality			
		A	Residential		
		B	Commercial		
		C	Residential cum Commercial		
		D	Industrial		
		E	Slum		
	15	Area of the plot			
	16	Size of the plot			
		A	Frontage in meters		
		B	Depth in meters		
	17	Schedule of the plot i.e. boundaries of the plot on			
		A	North		
		B	East		
		C	South		
		D	West		

	18	Whether the locality is free from Special hazards like fire /flood etc.		
	19	Whether the locality has protection from adverse influence such as		
		A	Encroachment	
		B	Industrial nuisance, smoke, noise etc.	
	20	Please enclose copy of Property Card or Patta etc.		
	21	Please also indicate distance from the nearest		
		A	Railway (local) station	
		B	Bus Stand	
		C	Bank (Nearest)	
		D	Airport	
		E	Hospital/ Schools/ Colleges/ Universities	
	22	Year of construction. Enclose a attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Government Bodies		
	23	A	In case of old constructions, NOC from the Society maybe enclosed	
		B	Mention year of completion (as given in Completion occupancy Certificate issued by the Authority)	
		C	Indicate in whose name the conveyance deed is executed.	
	24	Date on which Office premises can be handed over to LIC after finalization of the deal.		
	25	Built up area of the premises being offered now for office usages on lease basis. Please enclose copies of approved plans.		
	26	What is the carpet area (for consideration purpose).		
3	**SPECIFICATIONS**			
	1	Type of building (Residential/Semi commercial)?		
	2	Type of structure (RCC / Steel framed/ load bearing).		
	3	Type of wall (Brick/ Cement block). Mention thickness of external wall and internal partition wall.		
	4	Details of Flooring (M.M.Tiles/ Ceramic/ Vitrified/ Marble) or any other.		
	5	Details of Door frames (Sal wood/ Teak Wood/ Hard wood/Aluminum) or any other.		
	6	Details of Door shutters (Flush door/ Teak wood/ Aluminum /PVC) or any other.		

	7	Details of Window frames (Sal wood/Teak Wood/ Hard wood/Aluminum) or any other.		
	8	Details of window shutters (Teak wood / Aluminum / steel) orany other with security grills or without security grills.		
	9	I	No. of toilets available for our use.	
		II	Details of Floors and Dado in Toilets.	
4	**Whether Structural stability certificate enclosed (Certificate Shall be from Licensed Structural Engineer of Municipal Corporation)**			
5	**SERVICE**			
	1	If Lift facility is available, please give details of Number of lifts, capacity, make and the year of installation.		
	2	Please indicate source of water supply and arrangement for drinking water.		
	3	Is bore well provided? If so what is the yield and depth of borewell.		
	4	Capacity of the over head tank feeding to the office premises under consideration for leasing.		
	5	Please give details of sewerage system and for storm water disposal.		
	6	Please indicate whether the building is prone to flooding		
	7	Applicable for premises in Malls: (a) Power backup charges during office hours and after office hours (b) Whether charges for drinking water included? (c) Timings of Mall (d) If any extra charges payable before or after the above timings. (e) Whether security “24x7”		
6	**ELECTRICITY**			
	1	I	What is the connected load to the building in KW / KVA?	
		II	Type of electric connection.	Commercial / Residential
	2	Please indicate the type of wiring used, Aluminum or copper?		
	3	Whether ELCB is provided		Yes / No
7	**COMMON SERVICES**			
	1	Free Car parking (how many) if provided		
	2	Free Two wheeler parking (how many) if provided		
	3	Whether paid parking available.		Yes/No.
	4	In case of property other than mall what is the provision for parking?		
	5	Power / Electricity supply available.		Yes / No

	6	Whether power supply available through Solar Panel	Yes / No
	7	24 Hrs. water / Overhead tanks available.	Yes / No
	8	Generator for emergency. If yes mention, capacity of the Generator	Yes / No
	9	Anti lightening device arrangement.	Yes / No
	10	Security arrangements, please give details.	
8	**OTHER INFORMATION**		
	1	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi government institutions/Financial institutions? If so, please give name and addresses of such clients.	
9	**DETAILS OF PLAN / BLUE PRINTS / SANCTIONED PLAN**		
	1	Whether the plan of the property is sanctioned by the Concerned Authority.	
	2	If sanctioned, please enclose copy of approved Floor Plan/s, Sections, Elevations and Site Plan of the building.	
	3	Name/s and Address Phone No. of the Architect / Engineer.	
	4	Provision for proper arrangement of fire safety.	
10	1	Are the safety measures taken?	
	2	If yes , give details of arrangement.	
	3	Is No Objection certificate obtained / Secured from fire control authorities.	
	4	If yes, produce copies of proof / certificates	
11	List of Enclosures (**Kindly specify)** **1.** **2**. **3.** **4.** **5.** **6.** **7.** **8.** **9.** **10.**		

I/We declare that the information furnished above is true and correct to the best of my knowledge.

Signature of Tenderer with seal and date.
Place:.....
Date:.....

THE ENVELOPE – II CONTAINIG FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS, INSPECTION OF THE PROPERTIES AND SHORTLISTING THE PROPERTIES

Financial bid for Hiring of premises for Branch Office in Lajpat Nagar New Delhi to be submitted by the Tenderer (The rate quoted shall be excluding stamp duty and registration charges)

Name of the Owner/ Tenderer : .....
Reference No.:..... .....

Sr	Details of the property	Floor Level	Carpet Area of the Premises offered (Sq.Ft)	Basic rent per Sq.ft of carpet area (In figures and words)	Outgoes Such as Municipal tax, House tax, Property tax, cess and/ or any other levy & proportionate amount of Maintenance charges (Society charges, if any), Signage charges (approx 2.5 ft. x 12.5 ft.) etc per sq.ft. of carpet area(Rs. in figure and words) **EXCLUDING GST)**	Gross rent per Sq.ft. of Carpet area (Rs. in figure and words)	Total Gross Rent(Monthly)
1	**2**	**3**	**4**	**5**	**6**	**7= 5+6**	**8=4x7**
TOTAL Rs.							

Note:

- Tenderers shall quote the rate and amount excluding registration and stamp duty charges for execution of lease agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50:50).

- **Carpet area rate: The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/ cess present and future – House tax, Property tax and Municipal taxes, Signage display charges etc., other than GST) Maintenance charges and Service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable in advance before 7thof every month.**

- **Carpet area measurements**: The carpet area measurements shall be as per Bureau of Indian Standards IS No.3861:2002. Joint measurements will be taken in the presence of LIC official and Tenderer/ authorized representative for finalizing the carpet area.

- **Validity of offer**: The offer should remain valid at least for a period of 6 (Six) months or 180 days (whichever is later) to be reckoned from the date of opening of 'Technical Bid'.

Date: .....
Place..... Signature of Tenderer with seal